

Nashville State Community College
English, Humanities and Creative Technologies
Communication Studies

2023-2024 Master Course Syllabus

COMM 2065 Advanced Public Speaking

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

An advanced study of the principles and processes of effective communication in public contexts and public communication. Course builds on fundamental public speaking skills as applied to various settings, audiences, purposes, and contexts. Prerequisite(s): COMM 2025 or COMM 2045 or instructor permission.

Instructor Information:

Name:

Email:

Office Phone:

Cell Phone:

White Bridge Road Office Location:

Contact Preferences

As we communicate with each other, we can develop the habit of analyzing our context and our audience. When communicating with me, you can contact me via email, text, or phone to ask questions and to set-up appointments to meet.

- Setting up an appointment to meet with me:
 - Use my Calendly link to schedule an appointment with me:
<https://calendly.com/amybryantnscc/conference-with-amy-bryant>.
 - In the Calendly meeting request, please indicate if you prefer to meet in person at the Dickson Campus, White Bridge Road Campus, or virtually via Zoom.
 - If my available meeting times on Calendly do not match with your schedule, include three days and times that you are available to meet as options in your email, text, or phone call.

- Email Communication Expectations:
 - Include your preferred name, course number, and course section in each email.

- Provide your questions or comments in complete sentences.
- If a meeting is requested, please use my Calendly link to schedule an appointment with me: <https://calendly.com/amybryantnscc/conference-with-amy-bryant>.
- If my available meeting times on Calendly do not match with your schedule, include three days and times that you are available to meet as options in your email.
- Monday through Friday, I answer emails as quickly as possible and will respond within 24 hours. Emails received on Saturdays and Sundays will be responded to within 48 hours.
- Text Communication Expectations:
 - Include your preferred name, course number, and course section in each text.
 - Provide your questions or comments in complete sentences.
 - I will answer text messages received Monday through Friday between 7 am and 5 pm.
 - When I am teaching or engaged in meetings, I will not be able to respond to texts.
 - If you need to communicate with me outside of Monday through Friday between 7 am and 5 pm, email me.
- Phone Communication Expectations:
 - I will answer phone calls received during my student hours.
 - When I am teaching or engaged in meetings, I will not be able to answer, so please leave a voicemail message.
 - Include your preferred name, course number, and course section in each voicemail.
 - Provide your questions or comments in complete sentences.
 - If you need to communicate with me outside of Monday through Friday between 7 am and 5 pm, email me.

Required Textbook(s) & Other Materials:

Textbook: none

Supplies: access to a computer with Internet access, paper, pen, and access to a printer

Honors Option: Honors credit is available in this class. If you are interested in participating in the [Honors College](#), please complete the [Honors College application](#). When you are registered as part of the Honors College, contact your instructor within the first four weeks of class to complete the Honors option paperwork for COMM 2065.

Course Outcomes: Once students successfully complete this course, they should be able to:

- Present materials in a clear, logical sequence with well-organized introduction, body, and conclusion.
- Research, evaluate, and incorporate supporting material.
- Deliver speeches using appropriate and effective vocal and physical behaviors to enhance messages.

- Demonstrate advanced use of visual aids.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

- Students will develop visual aids to accompany and support speeches.
- Students will develop multiple types of speeches using research skills and current events.
- Students will deliver speeches using multiple modes of delivery.
- Students will identify nonverbal and verbal communication behaviors that best support different types of speeches.
- Students will identify and evaluate differences between speaking to a live audience and on camera speaking.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents.
- Know how to locate, evaluate, and use information sources.
- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills

Topics to Be Covered:

Outlining, Speech Development, Crisis Speeches, Eulogies, Introductions, Debates, Proposals, Civic Persuasive Appeals, Technical Briefings, Lectures, and On Camera Speaking

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills assignments, speeches, and class participation.

Advanced Public Speaking focuses on speaking in public. As a result, the grades for this course will be based on presentations. All speech requirements will be discussed in class. Students will show their knowledge of the course information through the delivery of speeches that focus on the content learned in each chapter. All speeches will require a preparation outline and a presentation/keyword outline, unless otherwise instructed in class.

Grading Policy:

Speech of Introduction 100 points

Proposals 100 points

Civic Persuasive Appeals 100 points

Eulogies 100 points

Debate 100 points

Crisis Speech 100 points

Technical Briefings 100 points

Lectures 100 points

Speaking from a Manuscript 100 points

Storytelling 100 points

On Camera Speaking 100 points

Participation 100 points

Grading Scale:

Letter Grade	Percentage Range
A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

Full 15-Week Term

(insert Date here)

Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

You are expected to complete your assignments and speeches on time. The class schedule may not allow for late speeches to be presented. If time does allow for speeches to be delivered after the due date, you may deliver your speech during the first class meeting after the due date. Your grade will be reduced by one letter grade as a penalty for being late.

Course Delivery

This course appeared in the college class schedule as being delivered on-campus with face-to-face meetings required. We will be delivering speeches during multiple modes of delivery, and our weekly schedule shows when class will meet via Zoom for speech delivery.

As we go through this semester, we recognize that transitions may have to occur due to emergencies or quarantines. Please be aware that the pandemic continues to evolve; therefore, we must all be ready to adapt as needed. It is possible that this class could change to a virtual or online format at any time. This change could be temporary due to reasons such as quarantine of students and/or faculty, or it could be permanent as a result of changing pandemic conditions. While every effort will be made to continue class on campus, please be prepared to do virtual/online work. If you do not currently have a laptop or internet at home, please contact the library to check out a laptop and/or Wi-Fi hotspot.

If transitions must occur, I will notify you by email and by posting announcements in our course. Please be prepared with technology to be able to Zoom for our course, if this need arises. Know that my hope is that we will be able to meet in person without transitions, but being prepared from the first day of class allows us all to know how we will proceed through the semester.

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is:

Students are expected to attend all scheduled classes. The student is responsible for all assigned work in the course if absent. If you come to class after the class roll has been taken, it is your responsibility to meet with the instructor after class to ensure that you are marked as being tardy instead of absent.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are

enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to their instructors. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures.

- An instructor may reduce a student’s grade to any extent, including a grade of “F” on an assignment, test, or a course where it is determined that the student engaged in academic misconduct.
- The instructor must provide written notification to student that a sanction for academic misconduct has been imposed. Notification of the academic misconduct charge, underlying facts, and the academic misconduct sanction will be provided to the student in the form of an email or on the assignment itself. Notification of the right to appeal and the appeal process will be provided to the student through the course syllabus or with the notification of sanction.
- To initiate an appeal, the student(s) must contact the Dean for Student Services, in writing, within five (5) days of receipt of the notification of the faculty action. Failure to do so within five (5) days will constitute a waiver of appeal hearing rights.

- The Dean for Student Services will respond within ten (10) days of receipt of the written appeal request from the student(s) to schedule a pre-hearing conference.
- If a resolution is not reached at the conference, the Dean shall issue a hearing notice, providing a hearing date together with all other required notices.
- Appeals hearings of academic misconduct determinations and/or sanctions shall be conducted in accordance with the process outlined in this document under Part 6 (4).
- A student subject to a determination of academic misconduct will not be permitted to withdraw from the course to avoid sanction.
- A student who is found responsible for Academic Misconduct may be subject to additional Disciplinary Sanctions imposed through the office of the Dean for Student Services.

I have high expectations for academic integrity in this course. Violations of the academic policy will result in the instructor using one of the consequences listed above.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nsc.edu/current-students/student-online-resources>

- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

Course Schedule

Please see Weekly Schedule for course schedule.